



HOLLESLEY PARISH COUNCIL

Mrs Judi Hallett, *Clerk to the Council*
Manor Farm, Hollesley, Woodbridge Suffolk IP12 3NB

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NOTICE OF THE PARISH COUNCIL MEETING TO BE HELD ON THURSDAY 5th NOVEMBER 2015 AT THE VILLAGE HALL, HOLLESLEY AT 7.30pm

All Parish Councillors are summoned to attend a meeting of the Parish Council as detailed above.
All public and press are also cordially invited.

Agenda

1. To receive Apologies for absence
2. To receive any Declarations of Interest and any Applications for Dispensation on Agenda Items
3. Public Session (15 mins max):
 - a) Reports or comment from any member of the public
 - b) Reports or comment from SCDC or SCC Councillors
 - c) Report or comment from Safer Neighbourhood Team
4. To agree Minutes of meeting dated 1ST October 2015
5. To formally adopt contract for new Clerk, Mrs Judi Hallett, and to appoint her as Responsible Finance Officer.
6. To discuss and agree response to the following Planning Applications:
 - a) DC/15/4209/VOC - Variation of Condition 2 of applications C11/1093 and C13/0110; to change the design of the building at part of Hollesley Bay Garage, The Street, Hollesley
 - b) DC/15/3929/VOC - Variation of condition nos; 2, 5, 6 and 7 of DC/14/0056/FUL to amend drawings. - Land South East Of The Dell Meadow Farm Lane Hollesley
 - c) Any application coming forth
7. To discuss previous months list of planning decisions made by SCDC.
8. Community Emergency Plan - To acknowledge report from Cllr. Wade
9. Village Hall/Recreation Ground:
 - a) To acknowledge report from Cllr. Wade (sent on 16th Oct)
 - b) To discuss insurance value for Pavilion on Insurance documentation
 - c) To discuss grant for Village Hall disabled access costs
 - d) To discuss Play Park inspections from Ipswich Borough Council (IBC)
 - e) To discuss payment of invoice for architectural drawings for proposed new Sports Pavilion
 - f) To discuss possible SCDC S106 funds for new Pavilion
10. Highways:
 - a) To receive update on Swallows Close line marking (Cllr. Wade)
 - b) To receive report from Cllr. Beecroft on the proposed footpath between Oak Hill and Duck Corner

Please be aware that recording of meetings is probable

11. To discuss a new village sign and planting of tree on land as your enter the village (next to Moorlands Close)
12. To discuss feasibility of setting up a formal Planning Committee and moving to full council meetings every 2 months.
13. Finance Matters:
- a) To review and authorise Accounts for year to 30th September 2015
 - b) To acknowledge receipt of the External Audit report from BDO and items raised
 - c) To discuss the PWLB Loan held by the Parish Council – options paper sent out by Clerk on 29th Oct
 - d) To consider a grant for Hollesley Village Hall for £2,500.00 for year 2016/17
 - e) To discuss registering with the Information Commissioner’s Office (£30 per annum) as per 2013/14 Internal Audit report
 - f) To consider request for grant from Just 42 (details sent to Councillors on 29th Oct)
 - g) To authorise the following Invoices for Payments:

i. S Wade (Councillor Training expenses)	£24.79
ii. Business Services at CAS (Annual Insurance)	£798.70
iii. Hollesley Village Hall (2015/16 grant)	£2,500.00
iv. Rushmere St Andrew PC (RoSPA Course for 2 Cllrs)	£66.00
v. SC Norse (Refuse collection)	£564.10
vi. SALC (6 months payroll service)	£16.80
vii. Any invoice coming forth	
 - h) To note Payments made since October meeting:

i. Claydon Skip Hire	£276.00
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 - i) To note Payments received since October meeting:

i. Precept	£14,100.00
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14. To receive Clerk’s report and items arising from last minutes not covered elsewhere, to include:
- a) Web Site for Hollesley Parish Council
 - b) To discuss proposed plan for the positioning of underground cables to Shingle Street
 - c) Update on Scattered Orchards Project
 - d) Street Lights at Oak Hill
 - e) To discuss possible change in meeting date to 3rd Thursday of each month
 - f) Oak Hill Club House and Tennis Court
 - g) Planning Training on 26th November at SCDC
 - h) Any matters forthcoming
15. Allotments – To acknowledge report from Cllr. Walker
16. To acknowledge correspondence received by the Clerk and respond as appropriate
- a) Just 42 – Invitation to AGM on 25th November
 - b) Uncontrolled dogs on farmland – what action should we take?
 - c) Any correspondence coming forth
17. To receive agenda items for next meeting and agree date of Next Meeting

Judi Hallett ~ Clerk to the Parish Council (30th October 2015)